

Job Description for Deputy Director, Resource Mobilization and Accountability Monitoring

Job Title	Deputy Director, Resource Mobilization and Accountability Monitoring
Grade	NSDCC 3
Corporation/Organization	The National Syndemic Diseases Control Council (NSDCC)
Directorate	Partnership, Planning & Resource Mobilization
Department	Resource Mobilization and Accountability Monitoring
Section / Unit	N/A
Location / Workstation	Head Office, Nairobi
Reporting Relationships	
Reports to	Director, Partnership, Planning & Resource Mobilization
Direct Reports	Senior Principal Resource Mobilization and Accountability Monitoring Officer
Indirect Reports	Principal Resource Mobilization and Accountability Monitoring Officer
Job Purpose	
Responsible for providing leadership in the planning and implementation of programs and strategies for mobilization of resources in support of NSDCC's Programmes. Further, the position spearheads development and review of resource mobilization proposals and programs as well as promoting accountability for the management and control of Syndemic diseases.	
Key Responsibilities/ Duties / Tasks	
I. Managerial / Supervisory Responsibilities	
<ol style="list-style-type: none"> 1) Provide leadership in formulation and implementation of policies, procedures, strategies and activities in relation to resource mobilization including emerging trends. 2) Oversee all grant proposal development including the Medium-Term Expenditure Framework processes and parliamentary budget approvals for the Council. 3) Oversee the development and implementation of resource mobilization plans and strategies aimed at mobilizing necessary resources for the Syndemic diseases programmes. 4) Facilitate the development and implementation of approved strategies for viable and sustainable private-public partnerships to increase access to private sector competencies and resources. 5) Provide leadership in Research and analysis of donor calls for funding applications, including expressions of interest and requests for proposals. 	

- 6) Oversee and facilitate development of innovative approaches in mobilizing non-financial resources and other non-conventional revenue streams locally and internationally.
- 7) Spearhead the monitoring and overseeing of utilization of donor funds to ensure accountability.
- 8) Provide technical advice and support in assessment of the short- and long-term opportunities and challenges in resource allocation, utilization, value for money and resulting investment factor exposures.
- 9) Explore potential grant opportunities through monitoring of the funding landscape.
- 10) Provide guidance in exploring funding opportunities through networking and liaise with key country and international partners.
- 11) Lead in formulation, implementation and review of strategies and administrative mechanisms to ensure confidential handling and storage of documents and data in connection to the resource mobilization and partnerships.
- 12) Spearheading the development and implementation of framework for mobilizing resource including donations, grants, gifts and endowments from key stakeholders in support of the Council's programmes
- 13) Oversee the development and implementation of corruption prevention and mitigation strategies in the Department.
- 14) Oversee the formulation, implementation and review of the Department's annual work plans, budgets and procurement and asset disposal plans in line with the Council's performance targets and strategic plan.
- 15) Oversee execution of risk management policy and strategies that ensure the Department has a robust system and processes of accountability, risk management, internal controls, business continuity and succession management.
- 16) Provide leadership to ensure continuous improvement of business processes and controls in the Department and develop mechanisms for corporate consultations, increase public participation and involvement in Council's policies and programs.
- 17) Foster a corporate culture that promotes ethical practices and good citizenship within the Department.
- 18) Coordinate implementation of a robust performance management system within the Department through providing oversight of the delivery of the annual performance contract and the strategic plan; and
- 19) Provide leadership in the Department through supervision, coaching, mentoring, training and development of the departmental staff to ensure an effective and motivated team. Further, nurture the staff to work collaboratively towards realization of the Council's vision, strategic goals and objectives.

II. Operational Responsibilities / Tasks

<ol style="list-style-type: none"> 1) Manage the day to day administrative and operational functions of the Department in compliance with policy, regulatory and statutory requirements. 2) Coordinate the undertaking of analysis of trends and interests in donor financing and their implications for sustainable financing and advising Management. 3) Generate and provide data and information to facilitate negotiation for increased resources for the Syndemic diseases programmes. 4) Coordinating negotiations with relevant Government Departments, partners, donors and other strategic stakeholders. 5) Continuously provide information to facilitate resource and partner mapping at the national and county level. 6) Identifying sources of funding and mobilize resource for financing the Council's programmes. 7) Championing the resource mobilization agenda. 8) Coordinating development and update of grants, donors and partners' database. 9) Coordinating preparation of resource mobilization and partnerships reports. 10) Review and guide in the development and review of the department's technical papers, reports and other submissions for consideration by the Council's Board. 11) Articulate issues related to the division and represented the Department in various meetings and/or forums; and 12) Implement good governance, quality and risk management policies and strategies of the Council in the Department. 13) Performance management of direct reports.
Job Dimensions:
I. Financial Responsibility
<ol style="list-style-type: none"> 1) Guide on the development of the Departmental budget and recommend for approval. 2) Recommend approval of expenditure to be incurred in the Department. 3) Account for resources used within the Department.
II. Responsibility for Physical Assets
Responsible for office space, ICT equipment and furniture within the Department.
III. Decision Making / Job Influence
<ol style="list-style-type: none"> 1) Strategic decisions. 2) Managerial decisions. 3) Financial decisions; and 4) Operational decisions.
IV. Working Conditions
The role is performed in an office setting at the Council's Headquarters with occasional field assignments locally, regionally and internationally.
Job Competencies (Knowledge, Experience and Attributes / Skills).
Academic qualifications
<ol style="list-style-type: none"> 1) Master's degree in public health, Health Economics, Epidemiology, Social Sciences, Business Administration, Public Administration, or related disciplines from a recognized institution.

- 1) Bachelor's degree in public health, Health Economics, Epidemiology, Medicine, Social Sciences, Business Administration, Public Administration, or related disciplines from a recognized institution

Professional Qualifications / Membership to professional bodies

- 1) A member of a relevant professional body in good standing where applicable.
- 2) Leadership course from a recognized institution

Previous relevant work experience required.

At least ten (10) years' relevant work experience with at least three (3) years' experience in a senior management role;

Functional Skills, Behavioural Competencies/Attributes:

- 1) Leadership skills.
- 2) Planning skills.
- 3) Coaching and mentorship skills.
- 4) Conceptual skills
- 5) Negotiation skills
- 6) Analytical skills.
- 7) Interpersonal skills.
- 8) Problem solving skills.
- 9) Supervisory skills.
- 10) Counselling skills.
- 11) Computing Skills.
- 12) Report Writing Skills.
- 13) Communication Skills.
- 14) Conflict resolution Skills.
- 15) Time management.
- 16) Resilience Skills; and
- 17) Diplomatic skills